



Sequence of Steps for Completion of EdD Degree

1. Completion of coursework (3.50 GPA).
2. Successfully complete the qualifying examination.
3. Obtain admission to Candidacy. Voted at departmental meeting, reported to Graduate Committee
4. Request dissertation committee members. Submit form: **Student Request for Dissertation Committee**. (*Turn in to Dean's Office*)
5. Obtain approval of Dissertation Committee from Dean's office.
(*Dean's Office sends a letter with committee approval to the student and a copy to the Department*)
6. Meet in person with dissertation committee to defend dissertation proposal. Complete and file **Doctoral Dissertation Proposal Approval** form. (*Kept in student's department file*)
7. Obtain Institutional Review Board (IRB) approval, if applicable. (*Kept in student's department file*)
8. Collect and analyze data.
9. Turn in chapters of dissertation to committee chair as completed, until done. (*Must be submitted by end of winter quarter for June Graduation*)
 - a. Obtain editor for dissertation writing per instruction of committee chair.
 - b. Citations per APA, format per APA and Dissertation Handbook.
 - c. Dissertation must be in ready-to-publish format before scheduling defense.
10. Committee chairs submits the form **Clearance of Dissertation for Dissertation Defense**. (*to Dean's Office*) Committee chair works with the dean's assistant to set a defense date.
 - a. Defense date by April 30 in order to march in June graduation.
 - b. A copy of the student's Abstract to the Dean two weeks before defense.
 - c. Student prepares defense presentation.
 - d. Committee members do final full read-through.
 - e. Student completes forms due after defense
11. After Oral Defense, committee members complete *Oral Defense Approval* form. (*chair turns in to Dean's Office*)
12. Student submits **Survey of Earned Doctorate and Doctoral Dissertation Agreement** forms and pays microfilming fee. (*Dean's Office*)
13. Chair completes Dissertation **Revisions Approval** form and turns it in. (*Dean's Office*)
14. Chair sends completed dissertation to Dean's office. (*electronic format*)
15. Dean's office will send the dissertation to the SE dissertation secretary for final formatting approval.
16. Formatting editor submits PDF copy and **Dissertation formatting editor release form**. (*to Dean's Office*)
17. Dean's Office clears the change of grade once the completed dissertation is received from the SE dissertation secretary/formatting editor in PDF form. (*Dean's office sends an email to committee chair*)

As per SE Dissertation Handbook:

-  All chapters of the dissertation must be completed by the end of winter quarter of the year in which the student plans to graduate.
-  Dissertation defenses must be completed prior to May 1 of the year in which the student plans to graduate.